

EMPLOYEE SAFETY ORIENTATION CHECKLIST

Employee Name _____ Job Position _____

Supervisor _____ Branch/Duty Location _____

Instructions: This checklist is designed to guide supervisors in providing thorough employee safety orientation. Applicable safety training and orientation should be indicated by checkmark and date.

Additional specialized training may be required for some employees (e.g. forklift operators, flight managers, hazardous waste site entry, blasters' training/certification, etc.).

Reference the Safety Website at: <http://web.or.blm.gov/safety/orientation/orient2.htm> to access the comprehensive, on-line **Employee Safety Orientation Checklist**.

| SAFETY & HEALTH Training & Information | Completed | Date | NOTES |
|--|-----------|------|--|
| First Aid/CPR/AED Training (BLM Manual 1112-1) (Refer to <u>OR/WA Blood Borne Pathogens Policy</u>) (Employee BBP Questionnaire – OR-1112-22) Employee Right-to-Know (BLM Manual 1112-1) (OSHA 1910.1200 - Hazard Communication) First Responder Awareness Training [hazardous materials situations] (OSHA 1910.120 - "Close Encounters" and "Drug Lab Waste") Recognize Retreat Report Defensive Driver Training (BLM Manual 1112-1) 4 X 4 Training (BLM Manual 1112-1) (if driving this type of vehicle – highway or field) Road Check or Training Winch Handyman Jack | | | Required for "some" employees (Refer to <u>OSO Protocol for Medical or Trauma Emergency Procedures</u>) Reference the <u>OR/WA Hazard Communication Program</u> Reference <u>OR/WA Incident Report – First Responder</u> Self-study video/DVD & workbook Self-study video/DVD & workbook |
| SAFETY & HEALTH Training & Information | Completed | Date | NOTES |
| Reporting Unsafe Conditions (Form 1112-4) Motor Vehicle Use# Mandatory Seatbelt Use Misuse of Government Vehicles Vehicle Inspection Commercial Drivers License Requirements Accident Reporting: SMIS Report SF-91 SF-91A SF-94 Personal Injury Reporting SMIS Report (Safety Management Information System) CA-forms (CA 1; CA 2; CA 16) | | | #Reference Authority to Operate Government Motor Vehicles Policy http://web.or.blm.gov/safety/ORWA%20MANUAL%20SUPPS/im-or-2004-028Ch1Att1.pdf Authorization to Drive Form (OR-1520-5) Reference http://www.smis.doi.gov for all accident reporting procedures |

| SAFETY & HEALTH Training & information | Completed | Date | NOTES |
|--|-----------|------|---|
| Office Evacuation/Emergency Procedures Continuity of Operations Plan (COOP) Risk Management Worksheet 1112-5 – REQUIRED [Replaces the Job Hazard Analysis (JHA)] Personal Protective Equipment (PPE)* <i>(Refer to the <u>OR/WA PPE Policy</u>; <u>Respiratory Protection Policy</u>; and the <u>Hearing Conservation Program</u>)</i> | | | Review Occupant Emergency Plan Review COO Plan objectives Each employee must have an RA for assigned job tasks (Document required PPE) Employees are to wear clothing that is safe and appropriate for work tasks: (e.g., protection for eyes & face, head, ears, torso, arms & hands, feet & legs, etc.) *Justification to purchase PPE requires completion of the RA and approval by Safety Manager |
| SAFETY & HEALTH Training & Information | Completed | Date | NOTES |
| Check In/Check Out Procedures Emergency Field Procedures Environmental Hazards Poison Oak Ticks/Lyme Disease/West Nile Virus Bees/Anaphylaxis Cannabis Plantations Giardia Proper Field Attire Long-sleeve Shirts Long Pants 8-inch High Lug Soles Head Protection Personal Protective Equipment Chainsaw Use Chemical Use Other – Job Specific Chainsaw Certification <i>(Refer to <u>OR/WA Chainsaw Certification Policy</u>)</i> Use of Hand tools & Power tools (as assigned) Compass/Maps/Communication and Radio Use Off-Road Vehicles Required Training Personal Protective Equipment Horse Safety (specific to job requirements) Watercraft (specific to job requirements) Other Job-Specific Requirements (as noted) | | | Reference specific OR/WA policy Supplements to the BLM Manual Handbook 1112-1 Safety & Health Management http://web.or.blm.gov/safety/policy.htm -Control of Hazardous Energy [LO/TO] -Bloodborne Pathogens Policy -Off Highway Vehicle Policy -Hazard Communication Policy -Confined Space Entry Program -Hearing Conservation Policy -Personal Protective Equipment Policy -Heavy Equipment Training & Certification Policy -Respiratory Protection Policy -Fall Protection Program <u>Other Policy Information:</u> -Assessment & Facility Inspection -Safety Recognition & Awards Program Reference the <u>Off Highway Vehicle Policy (ATVs and Motorcycles)</u> |

Other/Comments: [Use reverse if necessary.]

Signatures

Employee Date

Supervisor Date